

# How to Use the *North Carolina K-3 Formative Assessment Process Evidence App*

**Please note:** Screenshots show the app on an iPhone 5S. Other Apple devices will have similar screens and buttons.

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## Download the App

Open the App Store<sup>SM</sup> icon on your iPad, iPhone, or iPod touch and search for “Formative Assessment Process Evidence.”



Download the app to your device—it's free!  
All you need is an Apple ID and password.

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## Start the App

After downloading the app, the **Evidence** icon will be added to your device's home screen.

→ Tap the **Evidence** icon to start.

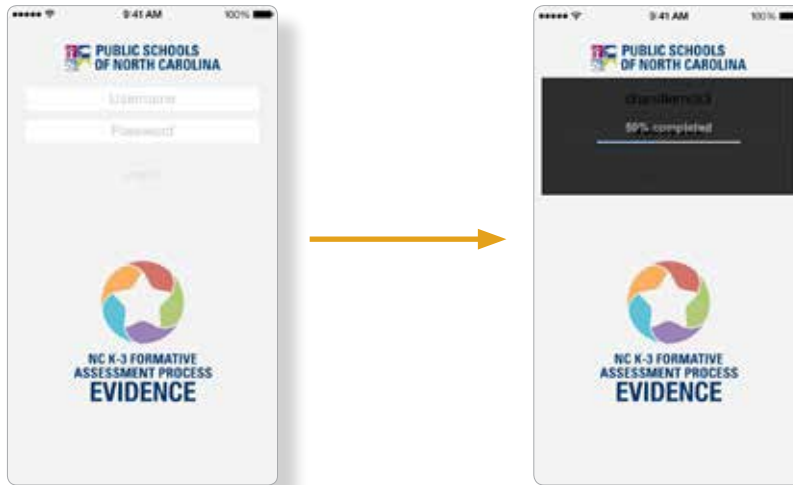


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## Log In

Log in using your PowerSchool username and password.



The app will load the classes and children's names.

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## Capture

The first screen you will see is the **Capture** screen. From here, you can capture photos, video, or audio.



When you are ready to capture, tap the camera, video camera, or microphone icon in the bar. If capturing video or audio, tap the icon again to stop recording.

Use the **Mode** button to choose the media type.

When you take a photo, video, or audio recording, a thumbnail of the media moves to the bottom bar. Tap the thumbnail to go to the **Evidence** screen.

## Evidence

On the **Evidence** screen, you will see all media you have captured and not yet uploaded.

Tap each thumbnail to open the **Evidence Summary** screen.

Tap the **Capture** button (camera icon) to return to the **Capture** screen.

Log out by tapping the **Log Out** button.



Tap the **Add Notes** button (notepad with pencil icon) to add an observation note that is not associated with any photo, video, or audio. This will take you to the **Notes** screen.

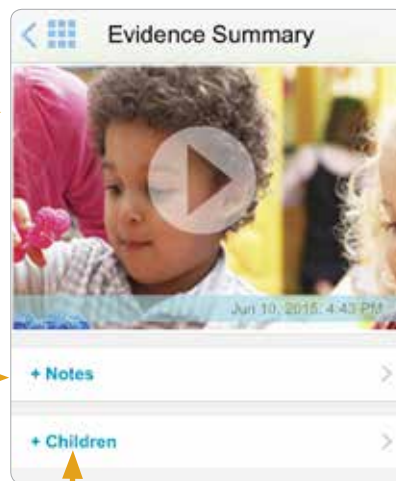
## Evidence Summary

On the **Evidence Summary** screen, you can add a note to a photo, audio clip, or video clip. You can then tag the evidence item with children's names and constructs.

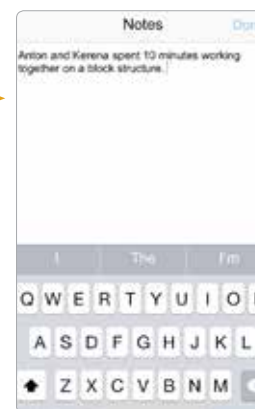
Tap the media image to view or play.

Tap the **+ Notes** button to view the **Notes** screen and add an observation note.

Notes are not required with a photo, video clip, or audio clip.



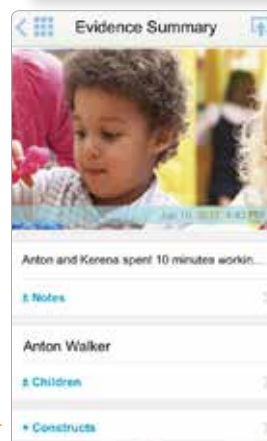
Tap the **+ Children** button to view the **Classroom List** screen and tag the evidence with children's names.



Tap the **Done** button to return to the **Evidence Summary** screen.



Tap the child's name to tag.

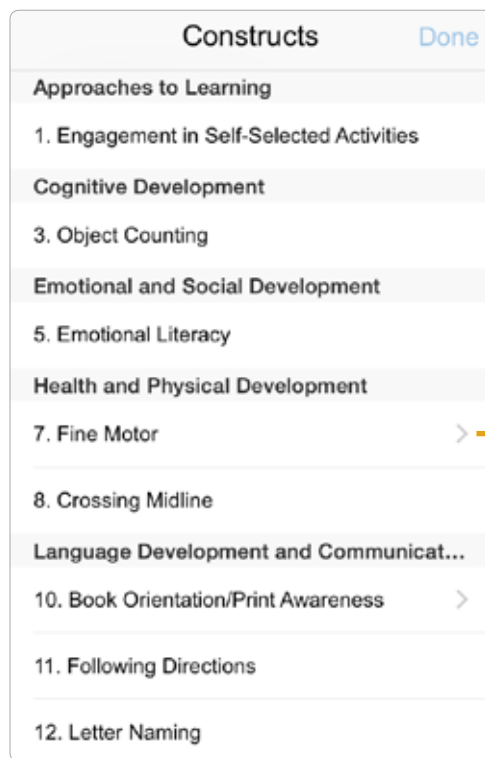


Once you have tagged the evidence with children's names, tap the **+ Constructs** button to view the **Constructs** screen. (You must add a child in order to see this button.)

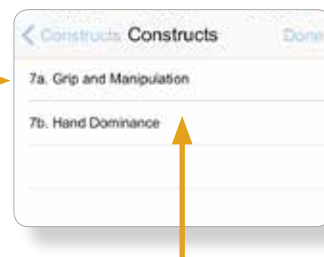
## Constructs

Tap a construct with an arrow beside it to drill down to the related constructs on the **Constructs** screen.

If there is no arrow beside a construct, there are no related constructs.

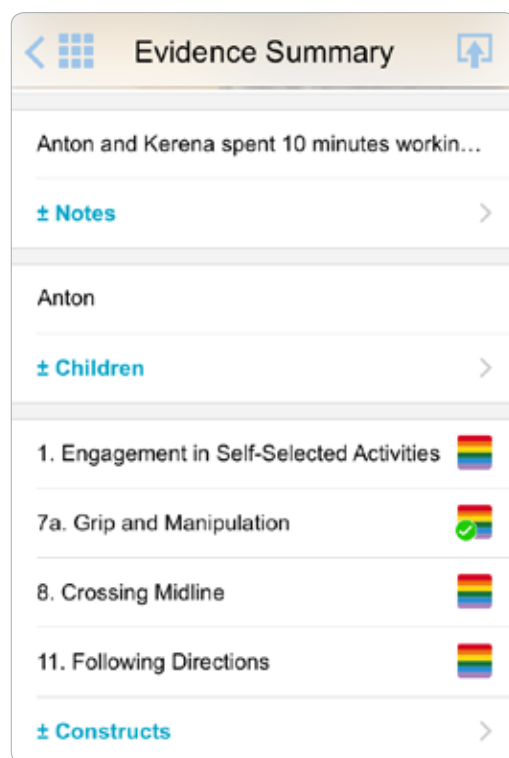


Tap the **Done** button to return to the **Evidence Summary** screen.



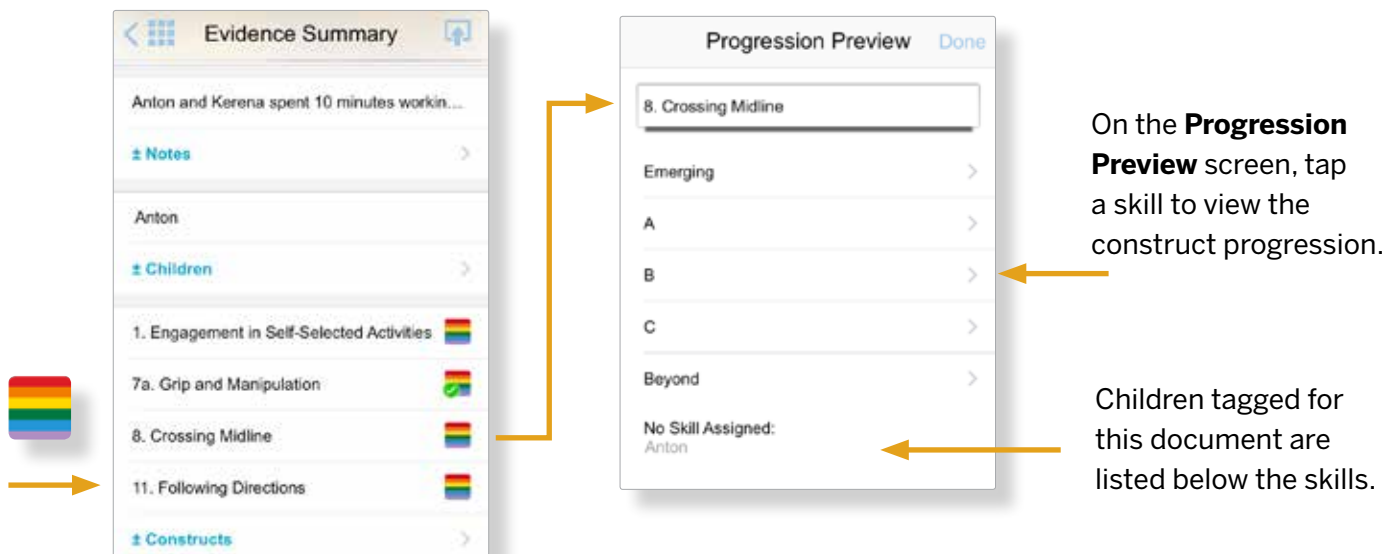
Tap the construct to tag.

Once you have tagged the evidence with one or more children's names and added any notes, and tagged constructs, you can swipe down to review your entries.

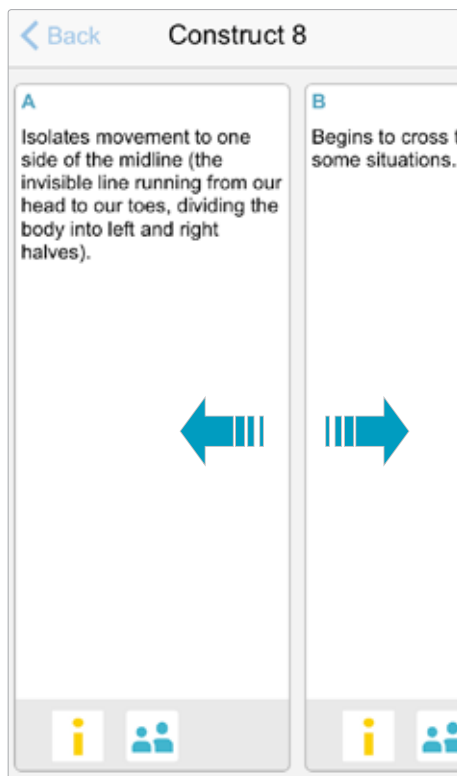


## Learning Statuses

Once you have tagged the evidence with constructs, tap a construct with a rainbow icon beside it to begin assigning learning statuses.



Swipe left or right to see additional skills in this progression.

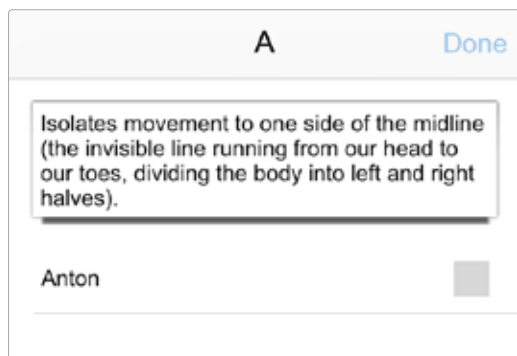


Tap the **Performance Descriptors** button to view performance descriptors for this skill.



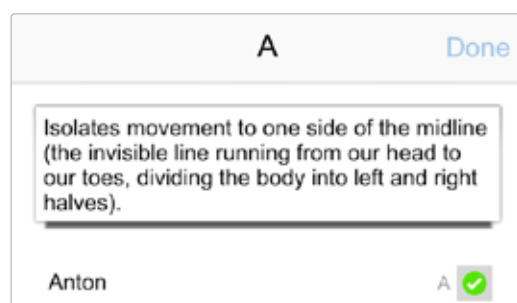
Tap the **Select Learning Status** button to assign this skill to a child.

## Assigning Learning Statuses



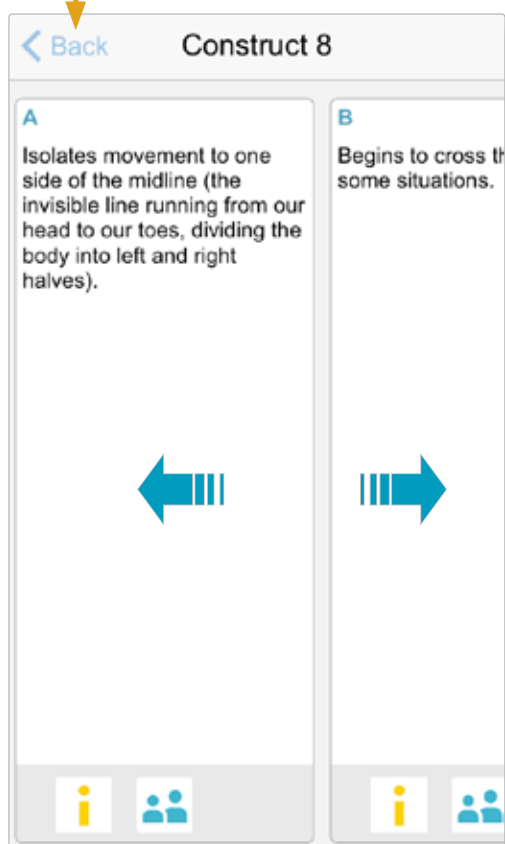
Tap the gray square beside a child's name to assign this skill to the child as a learning status.

Tap the gray square again to un-assign the skill.

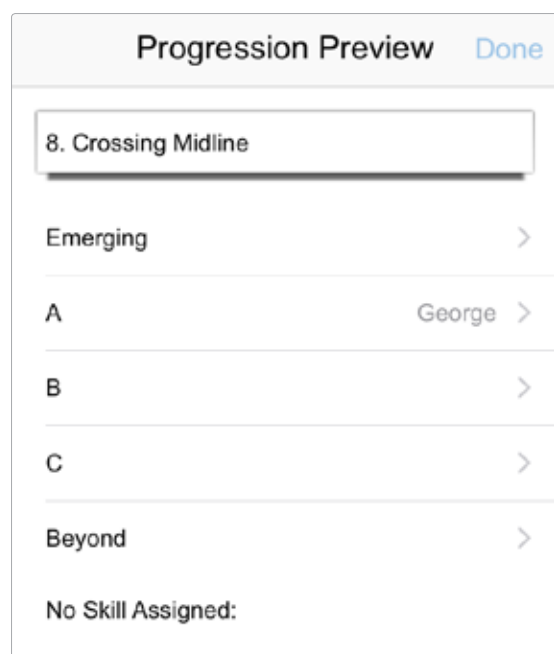


To assign a different skill, tap **Done**, then swipe left or right to view additional skills.

Tap the left-facing **Back** button to return to the **Progression Preview** screen.

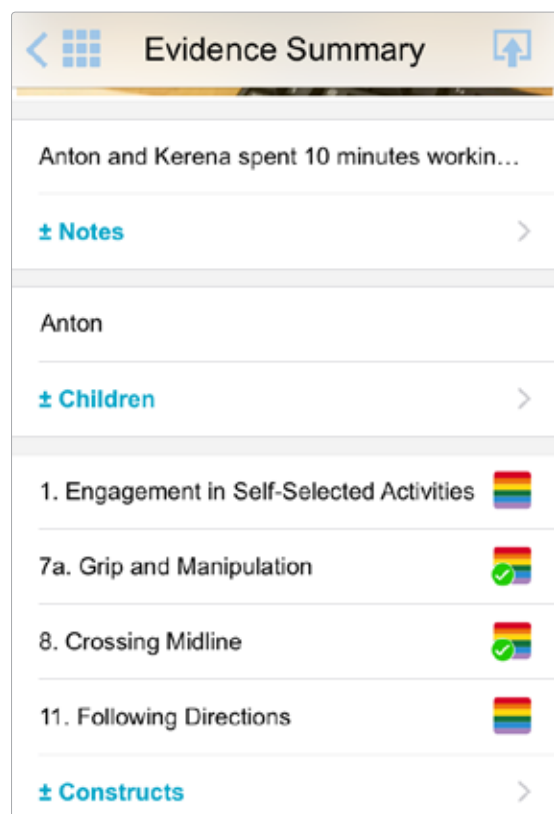


## Assigning Learning Statuses, *continued*



Tap **Done** to return to the **Evidence Summary** screen.

On the **Progression Preview** screen, children's names display in line with assigned skills.



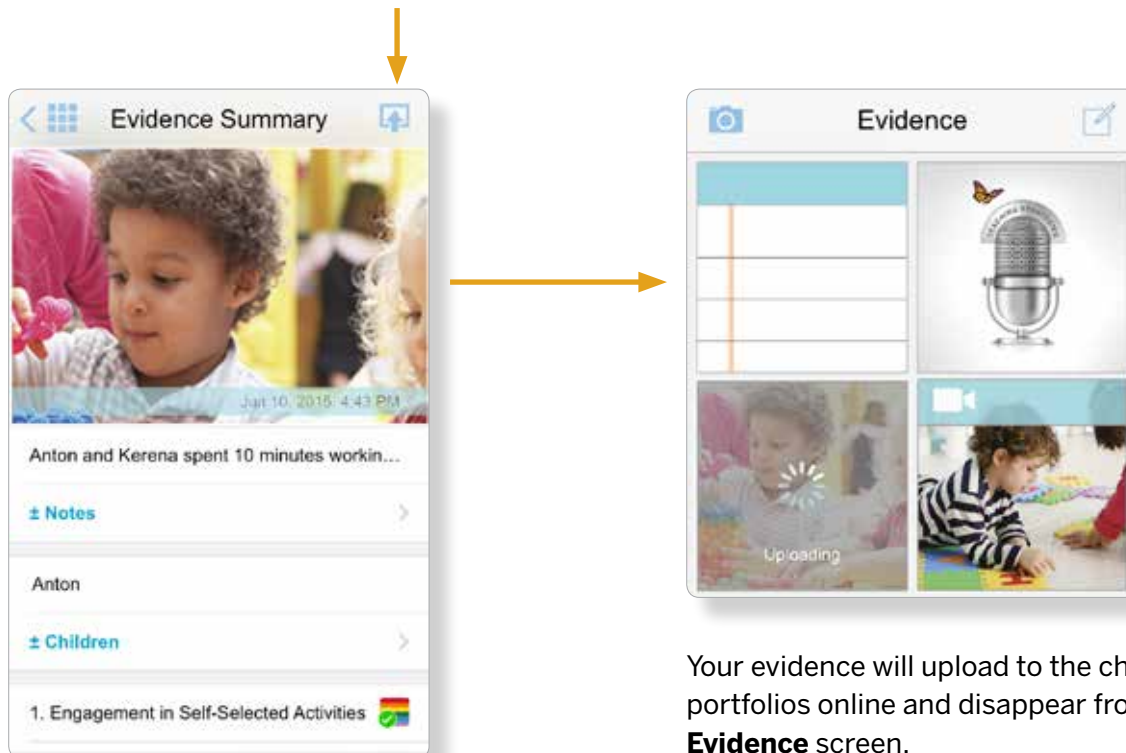
A green check mark on a rainbow icon indicates that assigning learning statuses has been started.

Tap another construct to add or edit learning statuses.



## Upload

Tap the **Upload** button (arrow and box icon) in the upper right corner of the **Evidence Summary** screen. (This button will not display until you have added a child.)



Your evidence will upload to the children's portfolios online and disappear from your **Evidence** screen.

## View Evidence

The next time you log in to *NC K-3 Formative Assessment Process*, you will see the evidence items added to each child's portfolio. Go to the **View Evidence** screen online to review those items, add or edit notes, add learning statuses, individualize, or share with families.

